

Assistant Director for Central Reference

1956

Chief, Management Staff

Memorandum From AD/CR to Chief, Management Staff, dated 15 August 1956, subject: "Designation of Film Procurement Officers."

1. After discussions with personnel of Graphics Register, FE/DD/P and the Office of Training regarding difficulties in retrieving motion picture films loaned to Agency components, we conclude that the problem can be solved by the appointment of a Film Procurement Officer in each major component and by minor revisions in the film lending procedure.

2. These steps can be accomplished through proposed CIA Regulation [redacted] Tab A, attached), which is now being coordinated. Tab B, which contains proposed amendments to this Regulation, has been approved by [redacted] of the Graphics Register and by the Acting Chief, Photo Intelligence Division, ORR. Tab B requires appointment of Film Procurement Officers who will be accountable for borrowed films, and it pinpoints individual and supervisory responsibility for proper care and safeguarding of films.

3. If these provisions are satisfactory, I suggest you contact the Chief, Geographic Research, ORR, who is coordinating [redacted] and request the inclusion of Tab B in the Regulation.



Attachments:

Tab A - Proposed Regulation

Tab B - Proposed Amendments to Regulation

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Management Staff/[redacted]/lw (23 Aug. 1956)

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